

## REFERENCES

### DOCUMENTS NEEDED

These documents must be available to intended users of this publication. An asterisk (\*) before a reference indicates that it was also used to develop this field manual.

#### Joint and Multiservice Publications

\* DOD 7000.14-R, Financial Management Regulation (Volumes 1 to 15).

DOD 5105.38M, Security Assistance Management Manual.

\* DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. 18 September 1995.

\* JFTR Vol 1. The Joint Federal Travel Regulations - Uniformed Service Members. 1 July 1986. (Reprinted with Changes 1-88.)

\* JFTR Vol 2. Joint Travel Regulation, Volume 2; DOD Civilian Personnel. 1 July 1965. (Reprinted with Changes 1-359.)

#### Army Regulations (ARs)

AR 11-7. Internal Review and Audit Compliance Program. 16 July 1989.

AR 27-20. Claims. 1 August 1995.

\* AR 37-64. Finance and Accounting for Special Mission Funds. 1 April 1987.

\* AR 37-104-4. Military Pay and Allowances Policies and Procedures - Active Component. 30 September 1994.

\* AR 37-104-10. Military Pay and Allowances Procedures for Reserve Components of the Army. 17 November 1989.

\* AR 190-8. Enemy Prisoners of War - Administration, Employment, and Compensation. 1 June 1982.

\* AR 190-57. Civilian Internees - Administration, Employment, and Compensation. 4 March 1987.

\* AR 215-5. Nonappropriated Fund Accounting Policy and Reporting Procedures. 26 February 1988.

AR 600-4. Remission or Cancellation of Indebtedness for Enlisted Members. 1 December 1983.

Army Federal Acquisition Regulation Supplement Manual No. 2, Contingency Contracting. 1 December 1993.

**Department of the Army Pamphlets (DA Pams)**

- \* DA Pam 27-25. Prisoner of War: Rights and Obligations under the Geneva Convention. 1 May 1987.
- \* DA Pam 360-525. Family Assistance Handbook for Mobilization. 15 January 1984.

**TRADOC Pamphlets (TRADOC Pams)**

- \* TRADOC Pam 525-5. Force XXI Operations. 1 August 1994.

**Field Manuals (FMs)**

FM 3-3. Chemical and Biological Contamination Avoidance. 16 November 1992.

FM 3-5. NBC Decontamination. 17 November 1993.

FM 3-100. NBC Defense, Chemical Warfare, Smoke, and Flame Operations. 23 May 1991.

- \* FM 100-5. Operations. 14 Jun 1993.
  - \* FM 100-10. Combat Service Support. 3 October 1995.
  - \* FM 100-15. Corps Operations. 1 October 1995.
  - \* FM 100-16. Army Operational Support. 31 May 1995.
  - \* FM 100-17. Mobilization, Deployment, Redeployment, Demobilization. 28 October 1992.
- FM 101-5-1. Operational Terms and Symbols (Final Draft). 1 July 1995.

**READINGS RECOMMENDED**

These sources contain relevant supplemental information.

**Joint and Multiservice Publications**

DFARS. Defense Federal Acquisition Regulation Supplement (DFARS). 31 December 1991.

FAR. Federal Acquisition Regulation. (1 October 1990 in index) 1 February 1992.

Joint Pub 1-02. Department of Defense Dictionary of Military and Associated Terms. 23 March 1994.

Joint Pub 3-0. Doctrine for Unified and Joint Operations. 9 September 1993.

Joint Pub 5-0. Doctrine for Planning Joint Operations. 15 August 1994.

**Army Regulations (ARs)**

- AR 5-3. Installation Management and Organization.  
9 October 1992.
- AR 11-2. Management Control. 1 August 1994,
- AR 11-37. Army Finance and Accounting Quality Assurance  
Program. 11 March 1986.
- AR 25-1. The Army Information Resources Management  
Program. 18 November 1988.
- AR 25-50. Preparing and Managing Correspondence.  
21 November 1988.
- AR 25-400-2. The Modern Army Recordkeeping System  
(MARKS). 26 February 1993.
- AR 27-10. Military Justice. 8 August 1994.
- AR 30-1. The Army Food Service Program. 1 May 1994.
- AR 55-46. Travel Overseas. 20 June 1994,
- AR 165-1. Chaplain Activities in the United States Army.  
31 August 1989.
- AR 190-45. Law Enforcement Reporting. 30 September 1988.
- AR 220-1. Unit Status Reporting. 31 July 1993.
- AR 380-5. Department of the Army Information Security  
Program. 25 February 1988.
- AR 380-19. Information Systems Security. 1 August 1990.
- AR 380-40. Policy for Safeguarding and Controlling Communications  
Security (COMSEC) Material (U). 1 September 1994.
- AR 381-141. Intelligence Contingency Fund. 30 July 1990.
- AR 385-10. Army Safety Program. 23 May 1988.
- AR 500-5. The Army Mobilization and Operations Planning  
System (AMOPS). 4 June 1986.
- AR 600-8. Military Personnel Management. 1 October 1989.
- AR 735-5. Policies and Procedures for Property  
Accountability. 28 February 1994.

**Army Training and Evaluation Programs (ARTEPs)**

ARTEP 14-423-30-MTP. Mission Training Plan for the Finance Detachment (FD). 29 September 1994.

ARTEP 14-426-MTP. Mission Training Plan for the Finance Battalion (FB). 7 May 1993.

ARTEP 14-412-MTP. Mission Training Plan for the Finance Group (FG). 3 July 1989.

ARTEP 14-612-MTP. Mission Training Plan for the Theater Finance Command (TFC). 25 September 1990.

**Common Tables of Allowances (CTAs)**

CTA 50-900. Clothing and Individual Equipment. 1 September 1994.

CTA 50-909. Field and Garrison Furnishing and Equipment. 1 August 1993.

CTA 50-970. Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items). 21 September 1990.

**Department of the Army Pamphlets (DA Pams)**

DA Pam 25-30. Consolidated Index of Army Publications and Blank Forms.  
Update available quarterly on microfiche and CD-ROM only -No paper copies.

DA Pam 27-21. Administrative and Civil Law Handbook. 15 March 1992.

DA Pam 385-3. Protective Clothing and Equipment. 3 May 1976.

DA Pam 600-8. Management and Administrative Procedures.  
25 February 1986.

DA Pam 600-8-1. SIDPERS Battalion S1 Level Procedures. 1 August 1986,

DA Pam 690-80. Use and Administration of Local Civilians  
in Foreign Areas During Hostilities. 12 February 1971.

DA Pam 710-2-1. Using Unit Supply System (Manual Procedures).  
1 January 1982. Reprinted with Changes 1-13.

DA Pam 710-2-2. Supply Support Activity Supply System:  
Manual Procedures. 1 March 1984. Reprinted with Changes 1-11.

DA Pam 738-750. Functional Users Manual for the Army  
Maintenance Management System (TAMMS). 1 August 1994.

**Field Manuals (FMs)**

FM 12-6. Personnel Doctrine. 9 September 1994.

FM 16-1. Religious Support. 26 May 1995.

FM 21-75. Combat Skills of the Soldier. 3 August 1984.

FM 27-10. The Law of Land Warfare. 18 July 1956.

FM 54-40. Area Support Group. 3 October 1995.

FM 63-11. Logistics Support Element: Tactics, Techniques, and Procedures. 8 Oct 1996.

FM 100-7. Decisive Force: The Army in Theater Operations. 31 May 1995.

FM 101-5. Staff Organization and Operations. 25 May 1984.

FM 101-10-1/1. Staff Officers' Field Manual - Organizational, Technical and Logistical Data (Volume 1). 7 October 1987.

### **Soldier's Training Publications (STPs)**

STP 14-73C14-SM-TG. Soldier's Manual and Trainer's Guide, MOS 73C, Finance Specialist, Skill Levels 1/2/3/4. 22 May 1995.

STP 14-73D14-SM-TG. Soldier's Manual and Trainer's Guide, MOS 73D, Accounting Specialist, Skill Levels 1/2/3/4. 22 May 1995.

STP 21-1-SMCT. Soldier's Manual of Common Tasks (Skill Level 1). 1 October 1994.

### **Technical Manuals (TMs)**

TM 3-4240-288-12&P. Operator's and Unit Maintenance Manual ... for Collective Equipment NBC, Simplified M20 (NSN 4240-01-166-2254). 20 August 1987.

TM 38-600. Management of Administrative Use Motor Vehicles. 13 September 1979,

### **Training Circulars (TCS)**

TC 12-17. Adjutant's Call/The S1 Handbook. 17 March 1992.

TC 21-7. Personal Financial Readiness and Deployability Handbook. 14 October 1994.

### **Other Army Publications**

ADSM JUMPS-AC/JSS. Finance and Accounting Office Automated Data Systems Manual (ADSM) - Joint Uniform Military Pay System - Active Component/Joint Service Software. 1 July 1991.

STANFINS User's Manual. Standard Financial System User's Manual. 1 September 1982.

## **FORMS**

### **Department of the Army (DA) Forms**

DA Form 200. Transmittal Record. April 1983.

DA Form 326. Invoice of Funds Transferred. August 1957.

DA Form 1129-R. Record of Prisoners' Personal Deposit Fund. April 1986.

DA Form 1132-R. Prisoner's Personal Property List - Personal Deposit Fund. April 1986.

DA Form 2139. Military Pay Voucher. October 1985.

DA Form 2142. Pay Inquiry. April 1982.

DA Form 3685. JUMPS-JSS Pay Elections. September 1990.

DA Form 3953. Purchase Request and Commitment. March 1991.

DA Form 3994-1. Agent Cash Blotter. August 1987.

DA Form 4137. Evidence/Property Custody Document. July 1976.

DA Form 4237-R. Detainee Personnel Record. August 1985.

### **Department of Defense (DD) Forms**

DD Form 2A(ACT). Active Duty Military Identification Card. July 1974.

DD Form 2A(RES). Armed Forces of the United States Identification Card (Reserve). May 1979.

DD Form 117. Military Pay Voucher. September 1977. (Also available as EGA - electronically generated form.)

DD Form 139. Pay Adjustment Authorizations. May 1953.

DD Form 577. Signature Card. May 1988.

DD Form 634. Receipt for Miscellaneous Collections. April 1952.

DD Form 707. Report of Deposits. March 1953.

DD Form 1081. Statement of Agent Officer's Account May 1975.

DD Form 1131. Cash Collection Voucher. April 1957.

DD Form 1155. Order for Supplies or Services. April 1993.

DD Form 1337. Authorization/Designation for Emergency Pay and Allowances. February 1992.

DD Form 1351-2. Travel Voucher or Subvoucher. October 1991.

DD Form 1351-6. Multiple Travel Payment List. Jun 1993.

DD Form 1387-2. Special Handling Data/Certification. June 1986.

DD Form 2558. Authority to Start, Stop, or Change an Allotment for Active Duty or Retired Personnel. March 1990.

DD Form 2559. Savings Bond Allotment Authorization/Active Duty or Retired Pay. March 1990.

DD Form 2657. Daily Statement of Accountability. August 1993.

DD Form 2660. Statement of Claimant Requesting Recertified Check. February 1994.

DD Form 2660. Statement of Claimant Requesting Recertified Check (EGA). February 1994.

DD Form 2664. Currency Exchange Record. August 1993.

DD Form 2664. Currency Exchange Record (EGA). August 1993.

DD Form 2665. Daily Agent Accountability Summary. August 1993.

DD Form 2665. Daily Agent Accountability Summary (EGA.) August 1993.

**Optional Form (OF)**

OF 1129. Cashier Reimbursement Voucher and/or Accountability Report. October 1986.

**Standard Forms (SFs)**

SF 44. Purchase Order - Invoice - Voucher. October 1983. (includes SF 44A through 44D.)

SF 1034 (and SF 1034A). Public Voucher for Purchases and Services Other Than Personal. October 1987.

SF 1049. Public Voucher for Refunds. September 1973.

SF 1164. Claim for Reimbursement for Expenditures on Official Business. May 1980.

SF 1165. Receipt for Cash - Subvoucher. June 1983.